



EMPLOYMENT APPLICATION

PART 1: APPLICANT INFORMATION

Position you are applying for: (please specify)

Bar/Gaming Reception Housekeeping Stores/Cellar Administration

Information on this form is confidential and will be treated under our Privacy Policy.

Salutation:

Mr / Mrs / Ms / Miss

First Name:

Surname:

Are you over 18 years of age:

Yes / No

Home Phone:

Mobile:

Address:

Suburb:

Postcode:

Email Address:

Do you hold a current Australian driver's license?

Yes / No If yes: Unrestricted / Green P plate / Red P plate/ Learners L plate

Have you ever worked for Merrylands RSL Club?

Yes / No If yes, when did you leave: _____

Are you a member of Merrylands RSL Club?

Yes / No If yes, membership number: _____

Have you previously been involved in an incident at Merrylands RSL Club? Please provide details:

Do you have an immediate family member that is employed by Merrylands RSL Club? Immediate family member includes spouse, de-facto, sibling, parent, child, step-parent, step-child, grandparent or grandchild.

Yes / No If Yes, Please Provide Details:

Name: _____ Position: _____ Relationship: _____

Do you know of anyone currently employed by Merrylands RSL Club?

Yes / No If yes, what is their name: _____

Are you legally entitled to work in Australia?

Yes / No

Are you an Australian Citizen or Permanent Resident?

Yes / No If no, which visa do you hold: _____

When could you start if you were offered a role:

What is your availability to work?

Shifts range from the earliest starting at 6.30am with the latest finishing at 4.30am (Sunday to Thursday) and 6.30am (Friday and Saturday).

Applicants must be prepared to work at least 3 shifts per week; **Friday and Saturday night availability is essential.**

Full Availability (any time or day); OR

	Earliest available start time	Latest available finish time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Are there any circumstances known to you which in any way could affect your ability to undertake shift work, weekend work or overtime?

No / Yes; (please specify): _____

PART 2: QUALIFICATIONS & EDUCATION

Do you have a current and valid Responsible Service of Alcohol Certificate?

Yes / No

Expiry Date: _____

Do you have a current and valid Responsible Conduct of Gaming Certificate?

Yes / No

Expiry Date: _____

Please attach resume with any other certificates or studies

PART 3: EMPLOYMENT HISTORY

Please attach resume with employment history

PART 4: LANGUAGES

Do you speak any language/s other than English?

Yes / No

Language	Basic	Conversational	Mother tongue
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART 5: MEDICAL HISTORY

To assist us in fulfilling our obligations under Work Health and Safety laws, please disclose any information about any disability or medical condition you have that may:

- a) Prevent you from performing the inherent requirements of the position that you are applying for; or
- b) Pose a risk to your health and safety, or the health and safety of other employees

Please specify:

The inherent requirement of the role may include:

- Repetitive bending and stooping
- Reaching and stretching
- Repetitive kneeling
- Repetitive gripping and handling
- Frequent twisting
- Standing / walking for extended periods
- Working outdoors as well as in smoking environments
- Regular lifting of weights up to 10kgs
- Work above shoulder height
- Irregular lifting of weights 10-17kg
- Assisted lifting of weights greater than 17kgs

Do you have a disability, pre-existing injury or impairment that is likely to affect or be aggravated through the position that you are applying for?

No

Yes (please provide details)

Have you ever had, or do you currently have, a serious medical illness such as heart attacks, diabetes, sleep disorders, muscular dystrophy, or psychiatric illness?

No

Yes (please provide details)

Do you have a previous workplace injury that may prevent you from performing the inherent requirements of the position that you are applying for or that is likely to be aggravated in the workplace?

No

Yes (please provide details)

Are you prepared to participate in a full medical and functional assessment prior to commencing employment, as well as during the course of your employment (if you are successful in acquiring employment with the Club)?

Yes

No

If required by the Club and the nature of the position, you may be required to undergo a medical examination by the Club's Medical Practitioner, to ensure that you are capable of performing the inherent requirements of the position or if you have indicated that you have a medical condition that may prevent you from performing the inherent requirements of the position.

Are you willing to work in a designated smoking area?

Yes

No

PART 6: DISCLOSURE OF CONVICTIONS

You will be required to complete a National Police Certificate ('NPC') as part of your application for employment.

Please disclose particulars of any convictions (or pending outcomes) that the Club may need to consider if an offer of employment was to be made to you.

Details: _____

PART 7: REFERENCES

As part of the recruitment process you are required to provide a contact person from a past or previous employer. Do you agree to Merrylands RSL Club contacting your past or present employers regarding any aspect of your application or regarding your previous employment history?

Yes / No

NAME	POSITION	COMPANY	CONTACT NUMBER

PART 8: TERMS AND CONDITIONS OF EMPLOYMENT

- Unless otherwise stated, the term 'Club' shall refer to the Merrylands RSL Club Pty Ltd (ABN 81 000 926 358)
- You declare that the information disclosed by you in this application is full, complete, true and accurate. In the event that any of such information is found to be incorrect or incomplete, you acknowledge that you are aware that you may be liable to summary (instant) dismissal.
- The personal information provided by you on this application form and any attached documents will be used to process your employment application only. Subject to the *Privacy Act 1988*, you have a right to access and correct any personal information that the Club holds about you.
- You agree to abide by the Award, Enterprise Agreement or other applicable industrial instrument under which you may be employed.
- You agree to abide by all Club policies and procedures during the course of your employment including health and safety obligations. Failure to comply with policies, procedures, instructions, guidelines or processes may result in disciplinary action including the termination of your employment.
- You hereby authorise the Club and also authorise and request each former employer, and each referee given in this application to answer any and all questions they may be asked now or in the future, and to give any and all information of any sort in connection with this application or concerning your work habits, character, financial responsibility, reason for leaving any employment or your action in any transaction. You acknowledge that the Club shall not be responsible for loss or damage that you may suffer in consequence of furnishing such information, and any provisions of law or equity to the contrary being expressly waived by you.

Declaration:

I hereby declare that I have read and fully understood all aspects of this application. I acknowledge that filling out this application for employment is not a confirmation of employment by the Club and there is no guarantee that the Club will provide employment to me.

Applicant
 Signature: _____

Date: ____/____/____